Maleny Community Centre: User Manual Bicentenary Meeting Room

April 2014

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Welcome

The Maleny Community Centre (MCC) has community facilities and event equipment available to hire for external groups, clubs and individuals in the Maleny and Hinterland area.

The Kiosk	**The Main Hall**
The Verandah Room	**Bicentenary Meeting Room**
Bicentenary Conference Room	**The Kitchen**

This User Manual has been provided to you as the hirer at the time of booking and contains the information that you will require to competently, safely and confidently utilise the Bicentenary Meeting Room and equipment. It also provides you with important information for contact details during events and after hours as well as promoting smooth operations and increased health and safety precautions.

Hirers are responsible for any damage within the hired facility space. Failure to comply with the procedures can incur an additional fee and/or future hire refused, so please ensure you have read and understood what is required of you as the hirer.

Fees

- The hire fees will be set by the MCC Management Committee and periodically reviewed.
- Community based, not-for-profit hirers will be given a twenty percent discount off the commercial rate. The hirer will be charged normal rates until proof of not-for-profit incorporation is received.
- Regular use hirers providing community benefit will be given the twenty percent discounted rate, at MCC's discretion. ('Regular' use is hirers who have used the venue regularly for a period of twelve months or more).
- Any other variation to the stated hire fee being reduced or waived needs to be submitted in writing to the MCC executive and management committee.

Bookings

- Booking preference will be given to local community groups and not-for-profit hirers
- MCC reserves the right to refuse a booking if the purpose of use appears inappropriate or to be in conflict with the stated mission statement of MCC or if the hirer has abused the facility by leaving it damaged or repeatedly unclean
- MCC reserves the right to impose a bond of $100.00 before occupancy for a commercial or casual hirer, with refund subject to inspection of the facility after hire is completed.
- Commercial and/or casual hirers (except kiosk hirers) are required to pay a booking fee of 25% of the hire fee within 14 days of making the booking. This booking fee confirms the booking and is non-refundable unless cancellation is made at least 8 weeks prior to the date booked.

- In a case where the conditions of hire have not been met, MCC reserves the right to impose an additional amount to the hire fee to cover costs e.g. cleaning, key replacement etc
- Regular hirers will be requested at the time of annual booking to supply a $100.00 bond deposit to cover any losses, breakages, damage or exceptional cleaning required. If the deposit is drawn below $20, MCC will request the hirer reinstate the balance again. MCC will not deduct funds from this deposit without prior discussion with the hirer

Key Contact & Emergency Numbers

Maleny Community Centre
P.O. Box 596
23 Maple St
Maleny, Qld 4552

Phone: 07 5429 6043
Email admin@malenycc.org

Office Hours: Monday to Friday 9.30 am to 1.30 pm

Emergency Contact Person

Name: Ann Koenig

Title: MCC Secretary

Telephone Number: 07 5494 3271

Mobile Number: 0407 138 182

Opening & Operating Procedures

Collection of Keys:

Keys for the Bicentenary Meeting Room can be collected between 9.30am – 4pm at Maleny Visitors Information Centre - Shop 2, Maleny Community Centre, 23 Maple Street, Maleny - contact telephone (07) 5499 9033.

When opening and operating the MCC Bicentenary Meeting Room, the hirer must ensure:

- the entry door is kept clear of obstruction
- air-conditioning and heater appliances are used in a safe manner
- only blue tack is used when putting up posters to avoid marking the wall surfaces.
- children under the age of eighteen are supervised at all times
- a person has been appointed to act as Fire Warden who will be familiar with safety and emergency procedures. The fire warden or organizer must ensure that easy access to all exits is maintained while using the facility and not obstructed by any equipment, furniture or people.

For regular hirers:

- minimal storage space in the MCC Meeting Room may be allocated for regular hirers at the discretion of MCC and within WH&S regulations. A storage fee may be charged at MCC's discretion.

Closing Procedures

Prior to leaving the Bicentenary Meeting Room, the hirer must ensure that:

- the floor has been swept and thoroughly cleaned, with chairs stacked and tables in their original position
- all props, decorations and hirer equipment must be removed. Materials, equipment etc. left in the MCC facility after the hirer leaves will become the property of MCC and be disposed of, unless claimed within 14 days
- all doors and windows must be securely locked
- air-conditioning, heaters and lights must be switched off.
- all food has been cleared from the kitchen sink & benches, microwave and fridge and all rubbish removed – two bins are positioned outside in the lean-to – one green for regular rubbish, one yellow for recycling

Key return:

The hirer must return the keys for the MCC facility to Maleny Visitors Information Centre - Shop 2, Maleny Community Centre, 23 Maple Street, Maleny the morning after hire, or the same day if hire finishes before **4pm**. They may also be left in the Drop Off Box at the Box Office, but it is preferable that the keys are returned to the Information Centre, so hirer can sign form. Failure to do so may result in the cost of replacement being charged to the hirer.

Room Specifications, Equipment & Technical Manuals

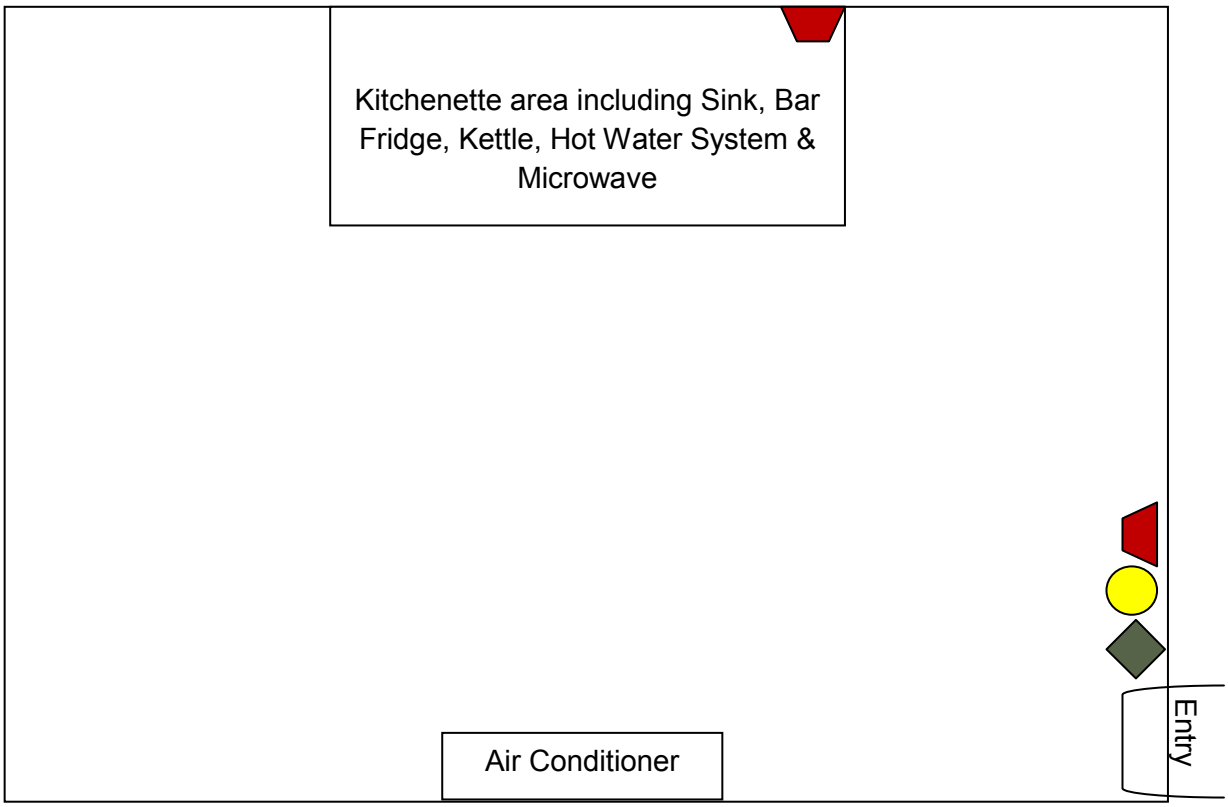
Equipment or technical manuals for the Bicentenary Meeting Room:

- Microwave – LG Intellowave Even Heat System Model No. MS 2642DP
- Air conditioner – remote for air conditioner is located on the wall next to the entry door.

Power Point

Light Switches - one for light inside and the other for light outside the door.

Air Conditioner Remote



Floor Space: 5.9 x 4.7 m

2 Tables

15 chairs

15 mugs

Toilet is located next door – key is stored on the wall near the entry door.

Health & Safety Matters

In adherence to Health and Safety Regulations, the hirer must ensure that:

- They have obtained their own public liability insurance and **have provided a photocopy** of the Certificate of Insurance with their booking form. MCC recommends a minimum limit of A$5,000,000. Hirers are financially responsible for any injury to persons and damage, theft or loss of property (either personal or MCC owned) resulting while using MCC facilities

- The MCC's public liability insurance policy covers its legal liability as property manager for bodily injury to third parties arising out of the MCC's negligence. The MCC's public liability policy **does not** extend to insure the negligence of groups or users who hire the premise on a casual or regular basis

- They have relevant Permits required (e.g. Food Safety) where applicable

- They have insured their own equipment and all electrical equipment has been tested and tagged by a licensed qualified electrician. MCC cannot assume responsibility for private property used on MCC premises. Private property can only be used at the owner's risk

- **No alcohol** is brought into the MCC Meeting room by hirers or their patrons and **no smoking** is allowed on MCC premises

- No areas outside the property boundary of the Bicentenary Meeting Room are used.

- They are responsible for providing their own first aid kit.

Emergency Procedures

Fire Safety and Equipment

There is a fire extinguisher located in the kitchenette.

Fire Extinguishers
There are fire extinguishers located throughout the Hall.

Each group that hires the centre facilities will appoint a person to act as Fire Warden who will be familiar with safety and emergency procedures.

The fire warden or organizer must ensure that easy access to all exits is maintained while using the facilities, with adequate aisle space and not obstructed by any equipment, furniture or people.

The fire warden, MC or organizer must point out fire exits to the gathering before the commencement of group activities in the centre facilities.

In the case of a fire the fire warden is to:

1. call 000 immediately and direct all to leave the building safely and calmly, including from the toilet and storage room areas

2. priority must be the evacuation of all persons – If firefighting equipment is safely accessible, attempts to contain the fire may be made, but at your own risk.

3. report to the MCC Secretary, Ann Koenig on 07 5429 6043 or 0407 138 182 within 48 hours. In an emergency contact the secretary immediately.

Other Incidents

In case of incidents such as major burns/scalds, injuries or accidents:

1. call 000 immediately for urgent assistance

2. or call the:
    a. After Hours Doctor Service on 13 74 25
    b. Maleny Hospital on 5420 5000
    c. Ambulance on 5441 1333

3. report to the MCC Secretary, Ann Koenig on 07 5429 6043 or 0407 138 182 within 48 hours

All safety incidents or accidents are to be reported to the Maleny Community Centre. Please complete a Incident Report Form and return to the office within 48 hours. A form is attached to this manual.

Maleny Community Centre Inc.

Incident Report Form

Details of Person Involved in the Incident
Full Name: **Address:** **Contact Number:** **Email:**
Date of Birth: **Male/Female**
Incident Details
Incident Reported to:
Date of Incident: **Time:**
Date Incident Reported: **Time Incident Reported:**
Witness (s) to Incident:
Location and area where Incident Occurred:
Description of Incident by Person involved:
Signature of Person Involved: **Date:**
Details of Injury:
Part of Body Affected e.g. arm, leg, back, eye
Nature of Injury e.g. laceration, strain, burn
Details of Treatment Administered: e.g. dressing, ice pack **Enter "None, Report Only" if the person is reporting an injury but no treatment is given**
What Happened Next: **(a) Resumed duties** **(b) Was taken to Doctor** **(c) Ambulance Called** **(d) Was taken to Hospital** **(e) Was taken Home** **(f) Other (Please state)**
Signature of Person to whom the Incident was reported: **Date:**

Conditions of Hire Agreement

Maleny Community Centre Venues & Equipment

This form is to be returned to the MCC Office with the deposit to confirm booking:

I ..... (Name in print) have read, understood and agree to comply with the Maleny Community Centre Conditions of Hire.

Name of Function …….

Date of Function: .....……

Signed: .....…….....….....

Dated: .....…….....….....

Please tick appropriate box

Method of Payment: ☐ Cash/cheque to MVIC

or ☐ Mail

or ☐ Direct Deposit

Payments can be made by:*

* Cheque to PO Box 596, Maleny 4552

* Cash or cheque left at the MVIC

* Direct Deposit to Maleny Community Centre

MCU BSB – 704-606

Account Number 200060897

Please use your surname as reference.

Thank you for your interest and booking with Maleny Community Centre Inc.

We wish you all the best in the preparations for your function or event.

Please return to admin@malenycc.org or to PO Box 596, Maleny QLD 4552.

We Value Your Feedback

Please take a moment to let us know if you have any recommendations or suggestions for further information that you would like to see included in this document.

We want this document to be a useful resource for you as a user so your feedback is valuable to us. Please return your completed feedback form:

- with your keys to Maleny Visitors Information Centre - Shop 2, Maleny Community Centre, 23 Maple Street, Maleny or in the Drop Off Box at the Box Office
- via post to MCC Secretary at PO Box 596. Maleny Q 4552
- via email to the MCC Secretary at admin@malenycc.org

Thank you for your time,

Maleny Community Centre Inc.

Feedback Form
Name:
Contact Number:
Email:
Facilities Hired:
What I liked: What I didn't like: Changes I would suggest:

Liquor Licence

This will be a licensed event, and I am seeking the MCC's permission to apply for a liquor licence from the Office of Liquor, Gaming and Racing.

Once approval has been granted, I will give a copy of it to the Secretary MCC.

Date of Function

Type of Function

Venue

Hirer's Name and Address

Hirer's Contact Phone Number

Hirer's Email Address

I have also read, understood and agree to abide by the Responsible Serving of Alcohol requirements, which have been supplied to me, at this function at the Maleny Community Centre:

Name of Signatory

Signed .....……....….....

Dated: .....……....….....